

## TREASURY BANKING ADVISORY SERVICES Contract Number TRE17101-BNKSrvADVS Pre-bid Questions and Answers

*Please note that original questions are in **BLACK**, initial answers are in **RED**. Office of the State Treasurer (OST) personnel have attempted to provide the best information possible to assist potential Vendors in the preparation of their proposals.*

1. Are ancillary services like credit cards and point of sale machines in scope?

**The State's purchasing card program, managed by the Division of Accounting, and the State's card acceptance program, managed by Treasury, are both included in the review by the consultant. The State does employ some POS terminals (along with virtual terminals and websites) to accept payments, but the consultant does not need to review the suitability of current and future brands and models.**

2. Is the transaction processing in scope?

**The State's card acceptance program is within the scope of this engagement, which does include card transaction processing.**

3. How big is the banking services budget for the State?

**The banking services budget is \$2.6 million.**

4. How many bank accounts does the State have?

**The State has 293 accounts spread among six major cash management relationships. In addition, State Organizations have been authorized to open bank accounts outside of the state accounting system, First State Financial (FSF), with banks located in Delaware. The total amount of outside bank accounts as of 2015 was approximately 300. The types of accounts vary widely, from controlled disbursements accounts (CDA), zero-balance accounts (ZBA), and lockboxes to demand deposit accounts (DDA). It is important for prospective Vendors to refer to Appendix C, page 42 in the RFP for the diagram of banking relationships. This details the core banks (PNC, BNYM, and Citizens) as well as the miscellaneous services offered at several other banks across the state.**

5. Has the Treasury Department established a "not to exceed" budget for this work? Without such a budget, bidders may either significantly over-scope their proposals or under-resource their proposals. Providing a "not to exceed" budget may increase the likelihood that the Department will receive a larger number of qualified bids that allow for "apples to apples" comparison.

**OST has not established a “not to exceed” budget. Fee structure only accounts for 15 percent of the overall evaluation of proposals (Table 2, page 5) and therefore should be viewed as important. Ultimately, OST is looking for a consultant to provide the best services for this analysis, and pricing is not the first criteria. Firms are first weighed on the merits of proposal.**

6. (Reference Section III Scope of Services, page 2) Are Task Force meetings held in public? Are recommendations of the Consultant meant to be available to the public, and/or subject to Freedom of Information Act (FOIA) requests?

**Task Force meetings have not been conducted under FOIA. However, all documents related to the Task Force or provided by Consultant would be subject to FOIA. The chosen Vendor will be expected to work alongside OST staff and the Task Force prior to presentation of any recommendations and findings. Unless the meetings go into Executive Session, all Cash Management Policy Board are held publically and meeting materials are subject to FOIA requests.**

7. (Reference Section VI Fee Structure, page 1) Not all vendors have hourly rates available; would the Department consider allowing bidders to propose rate cards for the possible implementation services in accordance with their standard commercial practices, for example, a weekly rate card? This affords the Department with the same flexibility in establishing a fee schedule for possible implementation tasks, and will likely increase competition.

**OST would consider “rate cards” in lieu of hourly rates. That being said, bidders are encouraged to provide competitive hourly rates for this engagement so the state can accurately compare proposals and determine engagement expenses for budgetary purposes.**

8. (Reference Number 11 under Submission on Page 5) Can the sealed “Confidential Business Information” component of the proposal follow initial submissions by 3-5 business days? This will allow reviews to get underway while vendors prepare their confidential versions in accordance with the public records laws.

**No, sealed Confidential Business Information needs to be included with the initial bid submission.**